

# Stanton St Quintin Neighbourhood Development Plan Steering Group

## Minutes of the meeting of 12<sup>th</sup> June 2017

**Present:** George Fenton, Stephanie Fenton, Elspeth Schwenk, Gil Schwenk, John Seale, Emma Walker), Hilary Greene, Roger Starling, Dave Haines

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| <b>1 Apologies</b><br>Graeme Pattison, Paul Craven   |               |
| <b>2 Minutes of 10<sup>th</sup> May</b>  |               |
| 2.1 Agreed   |               |
| <b>3 Action plan</b>   |               |
| 3.1 Maps and MoD – Mike Smith distributed maps showing the MoD disposals, Dyson has the whole of the airfield except for a piece near the hall. This has been bought by the Huntley family (who used to own it) and leased back to the MoD.  |               |
| 3.2 He has done research on other areas which have MoD installations within their areas. For example South Cerney. The MoD has said that an operational area can't be included in the NDP area. This would mean for us that Buckley Barracks itself will be excluded.  |               |
| 3.3 He has researched maps and believes that that we should get a 1:25000 map to show our parish and the surrounding parishes and a 1:10000 (6 inches to the mile) which would show just our parish in detail. The current map provided by Wiltshire Council is not clear enough. These maps will cost £245 for the 2. Emma warned that we shouldn't get any maps until the Council has confirmed our NP area.   | MS            |
| <b>4 Treasurers report</b>   |               |
| 4.1 John and Roger had submitted a short written report. They have looked at the grant application form online and definitely need help to complete it.  |               |
| 4.2 John will send a monthly update report to the Parish Council   |               |
| <b>5 Appointment of consultants</b>  |               |
| 5.1 Emma had spoken to Lemon Gazelle and to Pegasus for further information as discussed at our previous meeting. She discussed their offers with John and Paul and they have agreed that LG are the best fit to our group.  |               |
| 5.2 George said that he doesn't know what we want them to do so we don't want to sign up yet, He accepts that we may want to call them in for help at specific times when we have an issue we need help with. There was general agreement with his view but John feels that we need to do some sort of gap analysis to identify what we don't know. He thought that by looking at the process chart we could establish the key areas where we might need help. |               |
| 5.3 Emma warned that we need an evidence base in the plan which the Planning Inspector will accept or the plan will get rejected, so we will need some professional advice.  |               |
| 5.4 John suggested that he and Emma (and anyone else interested) should bounce around ideas of where we want help then John can talk to Nick (Chair of Parish Council) and our Link Officer about our direction.   | JS/EW         |
| 5.5 All agreed with this approach; the ideas will be emailed for our comments.   |               |
| 5.6 Gil Schwenk asked whether we couldn't ask Hullavington for a copy of their grant application form. John agreed to do this.   | JS            |
| <b>6 Flyer progress</b>  |               |
| 6.1 Stephanie asked whether we are having the public meeting. Emma stressed that we need to know what we want to get out of such a meeting but agrees we should hold one.  |               |
| 6.2 Stephanie had got details of the hall availability in July. We agreed that the aim should be to make people think about what they wanted for the village in the next 10-20 years.  |               |
| 6.3 After some discussion it was agreed that we would hold the meeting in September which would mean that we would have time to plan the meeting, maybe get a questionnaire from the consultants to hand out to people at the end of the meeting. Stephanie will check hall availability for Wednesday 20 <sup>th</sup> September. Gil suggested we should invite the link officer, Howard Greenman, our consultants and maybe a Dyson rep to the meeting.     | SF            |

- |  | <b>Action</b> |
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| 6.4 Emma reiterated her view that the Steering Group was still very Lower SSQ based and George commented that we could do with some more youthful members. He gave himself a task to recruit 2 people under 45.  | GF            |
| 6.5 Elspeth suggested that we could send out a flyer soon which explained where we are and give the date of the meeting in September as advance warning. John will supply Stephanie with some information for the flyer. We wondered about a photo for the flyer.  | JS            |
| 6.6 Gil said if we are to have consultants at the meeting, we need to let LG know this and that we need help with the budget/ grant application. Emma will invite LG to our next Steering Group meeting on 10 <sup>th</sup> July and to the meeting in September.  | EW            |
| <b>7 Draft constitution and Vision Statement</b>   |               |
| 7.1 Paul had circulated a draft constitution before the meeting. After discussion this was agreed subject to an amendment suggested by Mike to increase the quorum to 5 (see para 5.5).  |               |
| 7.2 John had circulated a proposed vision for the Stanton St Quintin community in relation to our Neighbourhood Development Plan. This vision was agreed by the meeting. John's idea is now that following our public meeting we can develop some SMART objectives to underpin the success criteria of our NDP.  |               |
| 7.3 The Vision is:<br>The Stanton St. Quintin community wishes to develop a forward-looking approach to residential development which preserves the rural attractiveness of the village and sensitively crafts and shapes the community over time for the benefit of its inhabitants.  |               |
| 7.4 Mike thought we could use the vision in our flyer. This was agreed.  | SF            |
| <b>8 12 questions for Wiltshire Council</b>  |               |
| 8.1 John has submitted the 12 answers and received an acknowledgement on 25 May, promising to allocate a link officer.   |               |
| <b>9 Agreement of NDP process chart</b>  |               |
| 9.1 John had circulated a colourful process chart from the Wiltshire Council NDP website which shows the steps to go through. We discussed which process chart we should use, this or the spreadsheet format from the Community Matters website. John will check with Graeme how he intends to approach it; he expects some use of a spreadsheet to track progress | JS            |
| <b>10 Date of next meeting</b>   |               |
| 10.1 Monday 10 <sup>th</sup> July at Long Barn (thanks to Elspeth and Gil) at 7.30pm:  |               |